



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

002

Date: January 21, 2011

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

**SUBJECT: MECHANICAL ENGINEER AT OVERSEAS BUILDING
OPERATIONS OFFICE**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Mechanical Engineer at Overseas Building
Operations Office (OBO)

OPEN TO: ALL INTERESTED CANDIDATES/ALL
SOURCES

GRADE LEVEL: FSN-11, FP-4* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: FIXED-TERM POSITION**

OFFICE LOCATION: New Embassy Compound (NEC)

OPENING DATE: Immediate

DEADLINE: February 6, 2011 at 6 P.M. Kyiv Time

**FP –4 is subject for confirmation with Washington.*

****IMPORTANT NOTE:** *This position will be staffed ONLY for the period of NEC construction: approximately six months, but could be extended for longer period of time. This employment will be terminated once the construction project is completed.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The Mechanical Engineer shall be directly responsible to the OBO Project Director (PD) for the performance of services. Position holder applies and further enhances mechanic engineering knowledge and skills to ensure timely monitoring and quality control of the work performed by contractor staff at the New Embassy Compound construction site.

MAJOR DUTIES AND RESPONSIBILITIES:

➤ Quality control 30%

Develop a detailed working knowledge of the mechanic engineering and building automation systems' requirements, as stipulated by the construction contract documents. Participates in the development and management of the quality assurance plan. Plans and conducts inspections for quality assurance of the contractor's quality control program to ensure construction quality and contract compliance.

➤ Problem solving 20%

Identify engineering problems within assigned field (mechanical engineering) involving both design and construction issues and formulate solutions and recommendations for their resolution. Prepare draft scopes of work for modifications and change orders to the construction contract. Provide timely notification of potential schedule slippages and recommend corrective actions. Inform the COR of any occurrence whereby the Government may be found liable for possible claim action by the contractor.

➤ Contractor oversight 20%

Review contractor submittals and proposed substitutions and advise as to their acceptability. Review and evaluate contractor design calculations, prepare responses to contractor's requests for information, review requests for equitable adjustments, and prepare current working estimates. Assist in the review of monthly pay estimates. Lead commissioning process of all mechanical engineering equipment upon completion of the project, as well as serves as expert and coach to ensure accurate skills transfer and on-the-job training for Facilities Maintenance Staff.

➤ **Documentation**

20%

Prepare entries for the project daily log and reports. Assure that the contractor is maintaining correct as-built documentation. Assure that materials are stored and controlled properly.

➤ **Other duties as assigned**

10%

Perform other duties in the field of mechanical engineering as may be assigned by the PD.

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ Bachelor's degree in mechanical engineering is required. Diploma or license as a professional engineer, or any local equivalent is acceptable.

WORK EXPERIENCE:

➤ A minimum of seven years of prior experience as a mechanic engineer managing small to large construction or engineering projects is required.

LANGUAGE:

➤ Level III (good working knowledge) in English, Ukrainian, and Russian is required.

KNOWLEDGE:

➤ Knowledge in mechanical engineering areas such as HVAC, plumbing, pumps, thermodynamics, fluid dynamics, and construction are essential; commissioning skills and start up of equipment such as boilers, chillers, variable air volume systems, fire pumps, packaged water treatment plants, and similar equipments is highly. General engineering management skills, including but not limited to, technical writing, technical shop drawings reviews, design calculation reviews, preparation of quality assurance standard operating procedures, and project risk assessment/ management are required.

SKILLS AND ABILITIES:

➤ MS Office applications (Word, Excel, PowerPoint). Ability to work with a diverse staff. Must be able to write clearly and concisely on a variety of technical subjects. Works independently and with others.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in Ukrainian or English** and submit it to the Embassy Human Resources Office by COB **February 6, 2011**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

! Current employees serving a *probationary period* are not eligible to apply for this position.

! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

! Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: ARaley- OBO(by e-mail)
 DMercadante– FMO (by e-mail)